



**COUNTY OF ERIE  
DIVISION OF PURCHASE  
MEMORANDUM**

**TO:** All Requisitioners  
**FROM:** Lorraine M. Kolb, Buyer  
**DATE:** May 1, 2012  
**SUBJECT:** Maintenance of Laser Printers

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Please be advised that the Division of Purchase has extended the bid for the maintenance of laser printers. The following information is provided to assist in processing requisitions and obtaining service.

Bid No.: 200121-005  
Purchasing Group: 005  
Vendor No.: 109042  
Town & Country Office Machines  
3110 Genesee St  
Cheektowaga NY 14225  
Phone: 716-893-4774  
Fax: 716-893-2874  
Contact Person: Marc Connelly  
Period: Period ending **April 30, 2013**

A copy of specifications and price charged for maintenance of various printer models is attached.

NOTE: When entering requisitions in SAP include the following information in the text field:

**Printer Brand, Model Number, Serial Number, Locations and Contact Person.**

If your printer brand and model is not listed in the award please contact Carl Nuemberger, Information and Support Services Department, 858-6519 to have it added to the list.

Please feel free to contact me with any questions or problems regarding this contract at 858-6340.

lmk  
Attachments

**INVITATION TO BID NO. 200121-005  
PRICING FOR MAINTENANCE OF LASER PRINTERS  
PERIOD OF 5-1-12 THROUGH 4-30-13**

<b><u>BRAND/MODEL</u></b>	<b>TOWN &amp; COUNTRY</b>
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**LEXMARK**

E320	\$19.00
1855	\$19.00
2450	\$19.00
2455	\$19.00
E310	\$19.00
45N	\$19.00
4059	\$19.00
T630	\$19.00
Optra F2450-11-DK508	\$19.00

**BROTHER**

HI-1440	\$20.00
UDS 2112	\$20.00

**CANON (FAXES)**      **Following two items removed from award – not Laser Printers - Faxes**  
**CFX-L4000**

**LC-2060P**

**EPSON**

FX1180	\$25.00
O1810E	\$25.00

<u>BRAND/MODEL</u>	<u>TOWN &amp; COUNTRY</u>
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**HEWLETT PACKARD**

5P	\$18.00
6L	\$18.00
6P	\$18.00
6MP	\$18.00
5SI	\$18.00
DJ695C	\$4.94
DJ 720C	\$4.94

**Following Items Removed from award – Not Laser Printer – Large Format Plotter – Discrepancy in prices-will  
rebid if needed**

**DJ800 MODEL C7780B**

**Following Item Removed from award - Discrepancy in prices-will rebid if needed**

**DJ800M**

DL870CXI	\$4.94
DJ880	\$4.94

**Following Item Removed from award - Discrepancy in prices-will rebid if needed**

**DJ600**

DJ970CXI	\$4.94
DJ890C	\$4.94
DJ990	\$4.94

**Following Item Removed from award - Discrepancy in prices-will rebid if needed**

**DJ1055CM**

DJ1220C	\$4.94
V40XI	\$4.94

**Following Item Removed from award - Discrepancy in prices-will rebid if needed**

**DJ1050**

DJ1120C	\$4.94
DJ2000C	\$4.94

**Following Item Removed from award – Not Laser Printer – Large Format Plotter - Discrepancy in prices-will rebid  
if needed**

**DJ2500N**

SCANJET 6200L	\$19.00
DL1600C	\$19.00

**BRAND/MODEL**      **TOWN &  
COUNTRY****HEWLETT PACKARD**

LJ CP4005DN	\$50.00
LJ4M	\$19.00
LJ4	\$14.00
LJ4+	\$14.00
LJ4P	\$14.00
LJ5	\$14.00
LJ5L	\$14.00
LJ5N	\$14.00
LJ6P	\$14.00
LJ800N	\$14.00
LJ1100	\$14.00
LJ1200	\$14.00
LJ1300	\$14.00
LJ2100	\$19.00
LJ2100M	\$14.00
LJ2100T	\$14.00
LJ2100TN	\$14.00
LJ2200	\$14.00
LJ2600N	\$19.00
LJ3200	\$14.00
LJ3300	\$14.00
LJ3700N	\$14.00
LJ4000	\$24.00
LJ4000TN	\$24.00
LJ4050	\$39.00
LJ4050TN	\$39.00
LJ4100	\$39.00
LJ4150	\$39.00
LJ4200	\$39.00
LJ4200dtn	\$39.00

<u>BRAND/MODEL</u>	<u>TOWN &amp; COUNTRY</u>
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<u>HEWLETT PACKARD</u>	
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LJ4250	\$39.00
LJ4250DTN	\$39.00
LJ4300DTN	\$58.00
LJ4350DTN	\$58.00
LJ4500	\$108.00
LJ4500C	\$100.00
LJ4500N	\$100.00
LJ4550	\$100.00
LJ4600	\$108.00
LJ4600DTN	\$100.00
LJ4650DTN	\$108.00
LJ5000	\$39.00
LJ5100	\$49.00
LJ5500	\$49.00
LJ5500DN	\$39.00
LJ5si	\$39.00
LJ7350	\$39.00
LJ8000	\$39.00
LJ8000DN	\$49.00
LJ8000N	\$49.00
LJ8050	\$40.00
LJ8100	\$40.00
LJ8550	\$97.00
LJII	\$9.50
LJIII	\$9.50
LJIIIP	\$9.50
LJ L048	\$9.50
OFFICE JET 550	\$14.00
OFFICE JET K550	\$14.00

**PLEASE QUOTE PRICING FOR ADDITIONAL ITEMS  
THAT MAY BE NEEDED**

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|----|--|--------------------|
| 1. | Labor rate per hour for repair of printer not under maintenance:   | \$58.00<br>+ Parts |
| 2. | Cost of installed maintenance kit for printer under contract:      | \$58.00<br>+ Parts |
| 3. | Cost for installed maintenance kit for printer not under contract: | \$65.00<br>+ Parts |

**TERMS**  
**DELIVERY**

**NET 15**  
**AS REQUESTED**

**SPECIFICATIONS  
MAINTENANCE OF LASER PRINTERS  
FOR THE PERIOD OF MAY 1, 2012 – APRIL 30, 2013**

1. Vendor to provide all inclusive maintenance on laser printers that are located throughout County of Erie departments. Maintenance coverage is for the period of May 1, 2012 through April 30, 2013. Printer brands and models to be covered are listed below.

Quantities listed are only an estimate. The County will not be held liable to place any specific printer or quantity on maintenance. The actual total may be greater or less than quantity indicated. Departments are responsible to determine which units are to be placed under maintenance.

**Additional brands and model numbers may be added** during the award period at the request of Erie County. In such circumstances pricing will be established by the Purchase Division in conjunction with the awarded vendor.

2. The successful bidder must be an authorized warranty service provider and provide the following:

Standard on-site coverage including all **non-consumable** parts, all labor, all travel time, and related expenses. Loaner equipment is to be provided. The successful bidder must maintain an extensive parts inventory, and provide one inspection during the award period.  
**Inspection includes cleaning and vacuuming in order to have contamination caused by toner removed.**

3. Inspection to be scheduled at mutual agreement of County Department and vendor.
4. All parts for laser printers must be genuine manufacturer's parts.
5. This agreement can be utilized by all County departments and **may be entered into at any time** during the contracted period.
6. Pro-rated contract rates will only be allowed as follows:
  - a) If equipment is broken and needs repair, the vendor will provide a written estimate of repair at the vendor's current rate. If repaired, the equipment may be added and pro-rated to existing contracts period.
  - b) If equipment is coming off of warranty, the equipment may be added and pro-rated to existing contract period.

Vendors need not be concerned with these pro-rated amounts at the time of the bid offering. These amounts will be calculated by the Division of Purchase when issuing those pro-rated purchase orders.

7. Response time must be within 24 hours of the department's call. If the printer cannot be repaired on site, the vendor must provide a loaner machine within 24 hours if requested by the department. The loaner must be in good working order and will remain with the County until the printer is repaired and returned.
8. Vendors submitting bids **MUST HAVE FACTORY-TRAINED REPAIR PERSONNEL**. Before the formal award of this bid is completed, the lowest responsible vendors submitting bids will be required to submit written proof that repair personnel have received Factory Training. This written proof is not required at the time of the bid opening. **Vendors submitting the lowest bids will be required to supply this information within 30 days of the bid opening.**
9. Award of this contract may be made to the lowest responsible vendor for any manufacturers' line or to one vendor for all maintenance at the complete discretion of the Erie County Division of Purchase.
10. **Purchase orders are payable in arrears upon complete inspections. Upon inspection, vendor must provide written log or label the printer appropriately.**
11. Bidder is to quote the maintenance price to be charged per printer and indicate total extended amount based on the estimated quantity of each printer model indicated.